

STATEMENT OF WORK

A. GENERAL INFORMATION

1. Title of Project: **581-14-111 Improve Facility Safety & Security**
2. Scope of Work: The contractor shall provide all resources necessary to accomplish the deliverables described in this statement of work (SOW), except as may otherwise be specified. The project is designed to improve the safety and security features around the facility grounds, as well as in and around Building 2 and 3.
3. Background: This project is meant to fix some of the safety and security features in and around the facility. Some of the safety features, such as guard rails, handrails, and exterior concrete stairs have deteriorated over the years and are in need of replacement. Also, the lighting in and around the laundry facility has degraded over time and due for replacement. We plan to upgrade all light fixtures with LED fixtures for greater energy efficiency. Metering systems to accurately measure water and electrical consumption by the laundry plant has been a need not met for some time.
4. Performance Period: The contractor shall complete the work required under this SOW in 90 calendar days or less from date of award, unless otherwise directed by the Contracting Officer (CO). If the contractor proposes an earlier completion date, and the Government accepts the contractor's proposal, the contractor's proposed completion date shall prevail.

B. CONTRACT AWARD MEETING

The contractor shall not commence performance on the tasks in this SOW until the CO has conducted a kick off meeting, or has advised the contractor that a kick off meeting is waived.

C. GENERAL REQUIREMENTS

1. All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.
2. Where a written milestone deliverable is required in draft form, the VA will complete their review of the draft deliverable within 10 business days from the date of receipt. The contractor shall have 7 business days to deliver the final deliverable from date of receipt of the Government's comments.
3. If for any reason any written milestone deliverable cannot be reviewed by the COR and delivered back to the contractor within the scheduled time frame, the COR is required to explain why in writing to the CO, including a firm commitment of when the work shall be completed. If deliverable cannot be delivered within the scheduled time frame, compensation may be due to the contractor.

D. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

Description of Tasks and Associated Deliverables: The contractor shall remove existing guardrail and dispose of the guardrail properly, supply COR with documentation of guardrail disposal and install new guardrail as shown on plans and details. The contractor shall install speed humps and signage as shown on the plans and details. Improvements to the shop entrances of buildings #2 and #3 of the hospital shall consist of demolishing existing stairs and hand rails and form new concrete stairs and install new plastic coated steel hand rails. Contractor to install resinous epoxy flooring in the soiled laundry room in Building 2, as well as replace light fixtures and wiring them to a new panel box with electronic metering. Contractor is to install a new ultrasonic water meter on the hot and cold domestic water line for the laundry plant in Building 2. All work described above shall be completed in accordance with the drawings and specifications for this project.

E. SCHEDULE FOR DELIVERABLES

1. The contract requires that the Contractor submit, within ten (10) calendar days of notice to proceed, a realistic schedule showing the order in which the work will be performed under this contract, including but not limited to, manpower and trade. The actual work elements to be accomplished will be shown as required on the reversed side of the form. Develop schedule using MS Project. The chart will be submitted to the Contracting Officer through the COR for approval.

2. Unless otherwise specified, the number of draft copies and the number of final copies shall be the same.

3. If for any reason any deliverable cannot be delivered within the scheduled time frame, the contractor is required to explain why in writing to the CO, including a firm commitment of when the work shall be completed. This notice to the CO shall cite the reasons for the delay, and the impact on the overall project. The CO will then review the facts and issue a response, in accordance with applicable regulations. If deliverable cannot be delivered within the scheduled time frame, compensation may be taken from the contractor.

4. In the event the contract is modified, changing the work, adding or deleting work, or changing the completion date, a revised schedule will be submitted.

G. CHANGES TO STATEMENT OF WORK

Any changes to this SOW shall be authorized and approved only through written modifications to the contract by the CO. A copy of each modification will be kept in a project folder along with all other products of the project. Costs incurred by the contractor through the actions of parties other than the CO shall be borne by the contractor. Any discrepancy between the SOW, drawings and specifications, the specifications shall overrule the drawings and SOW, and the drawings shall overrule the SOW.

H. REPORTING REQUIREMENTS

1. The contractor shall provide the COR with daily written progress reports (daily logs). These are due to the COR by the second workday following the end of each work week, throughout the project's duration. The COR is required to provide quarterly progress reports to the Contracting Officer by the fifth workday of the new quarter.

2. This report shall also identify any problems that arose, along with a statement explaining how the problem was resolved. This report shall also identify any problems that have arisen but have not been completely resolved, with an explanation.

I. TRAVEL

Contractor shall be responsible for their own travel costs, as well as all subcontractors.

J. GOVERNMENT RESPONSIBILITIES [If applicable]

Government shall furnish (5) 2'x4' LED interior light fixtures to match the rest called to be installed. Light fixtures shall be delivered to contractor with 48 hours of scheduled installation. Locations of installed light fixtures and schedule shall be coordinated with COR.

K. CONTRACTOR EXPERIENCE REQUIREMENTS

- The contractor must inform the VHA COR when personnel are removed from the contract for any reason.
- If a key person becomes unavailable to complete the contract, proposed substitutions of key personnel shall be made to the COR and CO.
- Contractor employees shall not be considered government employees for any purpose under this contract.

L. CONFIDENTIALITY AND NONDISCLOSURE

It is agreed that:

1. The preliminary and final deliverables, and all associated working papers, application source code, and other material deemed relevant by VA which have been generated by the contractor in the performance of this contract, are the exclusive property of the U.S. Government and shall be submitted to the CO at the conclusion of the contract.

2. The CO will be the sole authorized official to release, verbally or in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this contract. No information shall be released by the contractor. Any request for information relating to this contract, presented to the contractor, shall be submitted to the CO for response.

3. Press releases, marketing material, or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the CO.